

Minutes
Veneta City Council Work Session
January 28, 2008

Council

Present: Mayor T. J. Brooker, Thomas Cotter, Darrell Carman, and Sharon Hobart-Hardin

Absent: Marion Esty

Staff: Ric Ingham, City Administrator; Brian Issa, Community Services Director; Jerri Moore, Finance Director; Darci Henneman, Assistant City Recorder

Mayor Brooker called the Veneta City Council Work Session to order at 5:35 p.m.

1. REVIEW SUMMARY REPORT

Ric reviewed the summary report prepared last year by Dick Townsend. He talked about the St. Vincent/dePaul project.
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Ric also wanted to talk about the plan for the end of this fiscal year. He said Jerry Elliott has provided his infrastructure analysis on how to build out the sewer and water lines for Second Street, Third Street and Waldo Lane. He said the implementation plan for the Downtown Master Plan has been completed by David Dougherty and Vicki Duger.

Ric is looking for direction from the Council as far as the implementation plan and putting projects into place. He said we can't do too much until we acquire the right of way. He said the property has been optioned. He said we could start the streetscapes after the option has been executed. He said we will know in the next 60 days if we get the Transit Grant funds. He said more focus could be put on the Luther Lane Transit Center if we find ourselves in a holding pattern until October.

There was a lot of discussion about what project to start and when they should be started. Thomas Cotter said we could incorporate the Farmers' Market into the Downtown Master Plan. It was suggested that the City get aggressive with the street scape and bulb outs for parking.

A "coming soon" sign was suggested for the corner of either Territorial Road and West Broadway or Highway 126. It was suggested that we publicize what the City is planning for the future by installing an information booth at the Farmers' Market.

Sharon Hobart-Hardin said the Ford Family Leadership Foundation would like to work with the City on signage for the downtown area. She said the committee is meeting next month. She said there's partial funding available for a sign.

Ric would prefer that the implementation plan isn't unveiled until next year or late this year. He felt it wouldn't be cost effective to moving on now. He felt the discussions should continue to pick a project that fits the needs of the City to show the community the City is moving forward with development.

Darrell suggested working on beautification of the streets around Ralph Johnson Park.

Mayor Brooker suggested encouraging downtown businesses to update their buildings. Ric suggested getting back on track with monthly Urban Renewal Agency meetings. He said the school district is still on track to have the Senior Center vacate the Garcia Center Facility by 2009 and turn the entire area into parking.

Darrell said the school will need to bring the parking lot up to standards if they want to increase the parking areas.

Ric said CDBG funds could be used to initiate a new senior center. He said Kristina Kelley has been contracted to research available grant funds. He said the City is the only entity that can apply for CDBG grants. He said possibly the City may own the building and lease it back to the community. Ric said the relocation of the Garcia Center is complicated. He said CDBG funds could be applied for to combine St. Vincent de Paul and the senior center into a single facility.

In response to a question from Darrell Carman, Ric said Stephania Fregosi will be talking later about the community facilities plan to address the need for a senior center, community center and swimming pool. Ric said the community center could be expanded once the City acquires the St. Catherine property. He said this would create more traffic for East Broadway.

Sharon would like to initiate meetings with the Chamber of Commerce. She felt there is a lack of communication between the City and the Chamber. She suggested taking advantage of a facilitator offered by the Ford Family Leadership Program. She felt it would be helpful in addressing the lack of communication that is hindering the community. She would like to contact Mike at the Ford Family and request the use of a facilitator. The Council appointed Sharon Hobart-Hardin as the City Council liaison to the Fern Ridge Chamber of Commerce.

Ric reviewed the list of priorities. He said Teresa Warrick is spending over 50% of her time on nuisance and abatement issues. Ric said we need to develop a system that would allow Teresa to issue citations. Ric said Teresa will be arranging for the Neuter Scooter clinic again this year.

The speed zone changes for Perkins Road and E. Bolton Road have been approved. Ric said some of the sheriff office activities have decreased. He felt having four officers is deterring crime in the area. Ric said water will once again be an issue in the next budget year. He said some water right issues have been addressed. He said Well 12 could be up and running this summer. Ric said the AMR (automatic meter reader) program is up and running. He said Jared and Justin have been doing a lot of new installs. He said we will have met our five year build-out with automatic meter read program by the end of 2009. He said the City will purchase a truck mounted meter reader in spring of 2008.

2. UPDATE/REVIEW TOP PROJECT LIST

Ric said the water master plan will be released this spring. He said the report created by EWEB for bringing water to the City has been completed.

The pool construction committee met January 25, 2008 and January 31, 2008. They will work through two alternatives: passing a bond and working toward the formation of a Parks and

Recreation District to eventually take over the administration of the parks and pool.

Ric said the TSP acquisition will close February 28, 2008. He said we have not been successful in securing grants for site improvements.

Ric said because Kristina Kelley, the grant writer, was successful in securing the bulk of the funds for the TSP acquisition, staff felt we will also be successful in securing funds for a pool, senior center, food pantry, etc.

Ric said Carl Sherwood is working on the City Hall expansion plans. Sgt. Harrold and his deputies are running out of room. He and Sgt. Harrold decided to remodel the deputies room and provide built in work stations rather than free standing desks.

Ric said improvements to Perkins Road should be budgeted in the street expense fund for 2008-2009.

Ric said Brian will be getting back on track with the storm water plan.

3. **REVIEW REVISED WORK PLAN**

Jerri Moore said job descriptions and classifications have been reviewed and reworked. She said Water rates was the only increase in the way of revenue, this will be a continuing discussion.

Ric said staff looked into purchasing a generator for City Hall. However, the hook ups for the heat pumps alone were roughly \$12,000. This idea will be phased in.

Ric said the City's website should be updated. He said residents have asked for on-line payment abilities as well as purchasing permits. Brian said LCOG could do this but we need to find out what they will charge.

Brian reviewed the code updates and the code audit is completed. He said the hillside code changes are pending.

Parks and Recreation

Ric said he would like to see Stacy Cornelius return this summer as the City's Parks and Recreation Coordinator. Staff is unsure what will happen with Camp Wilani. He said we will probably be without a pool for the next two summers.

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Kelsey Beck, a ~~RARE~~ intern, will be working on a trails project, park enhancement projects, the Farmers' Market and a community garden project.

Stormwater

URS is moving forward with Phase I of the project. Brian said we will see a draft product of the Cherry Street basin. They know where the problems are. Brian said staff will meet with Jerry Elliott and URS to work on the project.

Pine Street

Ric said no ribbon cutting was done on the new Pine Street connector. He said the County has put a lot of money into the Bolton Hill Road project. He said the engineering is 80% completed. The County has still not fully committed to funding the project. He said they won't do so until the release of construction bids in March, 2008. He said at that time the Board of Commissioners will decide whether or not to fund the project. He said Commissioner Fleenor said the funds are secured but there has been other talk.

In response to a question from Sharon Hobart-Hardin, Ric said he's not sure what will happen if the County backs out of their Bolton Hill Road project.

Ric said staff is underway with compiling information on the Water Rate Analysis. He said the I & I projects are moving forward. He said the inverse condemnation claim of the Larsons is going to trial in July 2008.

4. COMMUNICATION BETWEEN COUNCIL AND STAFF

5. APPOINTMENT/REAPPOINTMENT OF COMMISSION AND COMMITTEES

Councilors agreed the Planning Commission Liaison position will be dissolved. They felt it is a conflict of interest at times.

Mayor Brooker said the Fern Ridge Chamber of Commerce is being covered by Thomas Cotter but would like to see Sharon Hobart-Hardin take over the Chamber position. Sharon Hobart-Hardin will continue her position with the Parks Board and the Progress Board.

Darrell Carman will maintain his position as the LCOG representative.

Thomas Cotter will continue his positions on the finance committee, small business for LCOG, and economic development.

Mayor Brooker reviewed the City Administrator's current local, regional and state-wide committee responsibilities.

8. ADJOURN

Mayor Brooker adjourned the City Council at ^{7:00 a.m.}~~9:20 a.m.~~



Mayor T. J. Brooker



Darci Henneman, Assistant City Recorder